Log of Revisions and Actions for the
7/14/15 CBP Governance Document
***updated 7/7/16**

Name	Date	Section/Page #	Issue	Resolved?
Governance issues related to GIT and STAR workgroups	5/3/16	12	Membership; decision making; authorities; level of independence from GIT; leadership.	
Decision making Revisit use of voting at GIT level	5/3/16	12; 16	Availability of voting as valid decision procedure. Use of consensus vs. super-majority.	
PSC timeline	6/1/16	7	(Proposed) PSC should receive meeting agendas and materials sooner – agenda 3 weeks in advance, materials 2 weeks in advance.	Recommend to the MB that PSC Timeline in the Governance Document is updated so that members receive the agenda 3 weeks in advance, and materials 2 weeks in advance. Also recommend that if materials are not received on time, the item will be removed from the agenda. Recommend a similar structure for Management Board, Goal Implementation Teams, and Workgroups, so that members receive the agenda 2 weeks in advance, and materials 1 week in advance.
PSC Member Alternate	6/1/16		Address representation at meetings when neither the member nor the alternate can be in attendance.	
Chair/Vice-Chair Salary	6/1/16		Document does not address conflict of interest when Chair/Vice-Chair salary comes from EPA/CBPO.	
Voting Member Eligibility	6/8/2016		Can a GIT/WG Chair or Vice-Chair hold a position as a voting member of that group, or are they a neutral	

			member?	
Management Board response(s) to all Advisory Committees	6/13/2016	9	Previous issue – Management Board responds to all Advisory Committees, not just STAC.	
Complete cleanup of the document	6/13/2016		There are a number of revisions to be made in order to clarify statements/wording and streamline the document.	
Managing distribution lists	6/13/2016		Comment that email distribution lists are too extensive. Proposal to consider distributing communication/ information on a "need-to-know" basis.	
Elimination of Action Teams as a governing body, and addition of Panels	6/13/2016	10	Comment to consider scaling back on number of teams/groups now that GITs and workgroups are fully formed. Suggestion to include description of protocols for Panels, panel reports, and associated policy issues.	
Governance of STAR in relation to Goal Teams and Management Board	6/13/2016	12	More clarification and consistency in the governance protocols of STAR. Should mirror GITs.	
Process for Agenda development with deadlines	6/13/2016	15	No current discussion/ specific process for how to develop agendas. Consider revisions such as agenda template; clear deadlines	

			for comments and materials; timelines for circulation; options for when deadlines are not met.	
Specific inclusion of "deletion" as a revision option for goals and outcomes	6/13/2016	16	"Deletion" should be explicitly stated as a revision option.	

Timeline for Revision:

May
- Note to Cdtrs/Staffers – Request review of GIT sections and indicate needed changes and other issues in general
- Request input from GIT Chairs on needed changes (James-Davis Marten WQGIT for decision making issue)
- Reform GIT 6 small group to work-up options and recommendations for governance changes

June
- GIT 6 group present options and recommendations to full GIT
- Provide to GIT Chairs/Staffers/Cdtrs for comment; revise as needed

July
- Present recommendations to Management Board
- Revise and reissue Governance Document